

HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE

HR COMMITTEE MEMBERS PRESENT: Marsik, Frohling, Greshay, Schmidt, and Duchac

Minutes of the regular meeting of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors held on Friday, July 15 at 8:00 a.m. in meeting room 4C, located on the fourth floor of the Administration Building.

ALSO PRESENT: Sarah Eske, HR Director; Jim Mielke, County Administrator; Tonia Mindemann, Assistant HR Director.

Meeting called to order by Marsik at 8:00 a.m.

Roll call was taken. All members present.

Eske verified that the meeting was noticed in compliance with the Open Meetings Law.

Motion by Greshay to approve the agenda and allow the Chairperson to go out of order to efficiently conduct the meeting. Second by Duchac. Motion carried.

Marsik asked if anyone present had any public comments. None

Motion by Schmidt to approve the minutes of the Open and Closed Session minutes of the July 1, 2016 meeting of the Human Resources and Labor Negotiations Committee. Second by Frohling. Motion carried.

Eske notified the Committee that she was asked to participate in a webinar for Kronos regarding the overtime module and as a result of participating, Kronos offered a paid registration to the Annual Kronos Convention in Florida, a \$1200.00 value. Eske would like to attend the conference stating that the only cost to the County would be for three nights of lodging as she will personally pay for the air travel costs due to plans to use vacation time to extend the trip. Mielke noted that there are three (3) other Dodge County employees that may be attending the conference which will be presented at the Executive Committee on August 1, 2016. Mielke also noted that the County will allow the paid registration by Kronos as an established Dodge County client.

Motion by Duchac to approve out-of-state travel for Eske to attend the Kronos Convention. Second by Frohling. Motion carried.

Eske provided the Committee with an update on the year-to-date Human Resources budget. Eske indicated that she does not anticipate any major changes to the 2017 budget, however, noted increased departmental requests for advertising. Eske assured that Human Resources attempts to utilize as many free or low cost advertising resources as possible.

Eske announced that the Kronos Talent Acquisition module is live noting there have been five (5) online applications so far with no complaints. Eske stated she will be notifying Department Heads next week and providing training as new positions are posted.

The Committee reviewed the Personnel Requisitions. Mielke recommended approval of these requests.

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One (1) Undercover Narcotics Investigator (PT) Sheriff's Office
Two (2) Correctional Officers (FT) Sheriff's Office
One (1) Land Information Systems Specialist (FT) Land Resources & Parks *
**Pending County Board approval*

Motion by Frohling to approve the Personnel Requisitions as presented. Second by Duchac. Motion carried.

Approval of Leave of Absence Requests: None

The Committee reviewed the Salary, Wage, and Status changes as presented.

RECLASSIFICATION – UNION: None. STEP INCREASE – UNION: None. NEW HIRE: None. RECLASSIFICATION: Jennifer L. Scharf, Social Worker II – Juvenile Court, Human Services and Health, \$22.44, DC07, ST01, 07/11/2016. STEP INCREASE: Julie A. Kolp, Finance Director, Finance, \$44.21, DC15, ST04, 07/08/16; Kimberly M. Braun, social Worker II CPS, Human Services & Health, \$26.28, DC07, ST07B, 07/24/2016; Rebecca m. Kovaloske, Social Worker I CPS, Human Services & Health, \$21.68, DC06, ST03, 07/21/2016; Lori B. Lange, RN Public Health, Human Services & Health, \$32.02, DC08, ST12B, 06/19/2016; Greg L. Zwieg, Maintenance II, Physical Facilities, \$20.00, DC03, ST14A, 07/15/2016.

The Committee reviewed the Orientation Period Reports as presented.

Committee Member Reports: None

HR Director's Report:

- a) Disciplinary Actions: Eske reported that an employee of the Sheriff's Office was given a written warning for inappropriate posts on Facebook.
- b) Grievances and Arbitrations: Eske stated that two (2) open records requests were received regarding a separation agreement. Eske noted that the individual was provided a notice with five days to respond, however, no response was received. Therefore, the record will be released.
- c) Eske indicated a conference call was set up with Patrick Glynn, Senior Consultant with Carlson Dettmann, on July 14, 2016 regarding initial findings and overview of the market study PowerPoint presentation scheduled for Tuesday, July 19, 2016

Future Agenda Items:

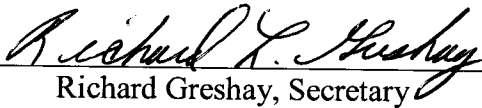
Sheriff's Office Exit Interview Report, Carlson Dettmann Market Study Results, Review of Job Description Questionnaires (JDQs) submitted in conjunction with the market study, 2017 Health Insurance estimates for budgetary purposes.

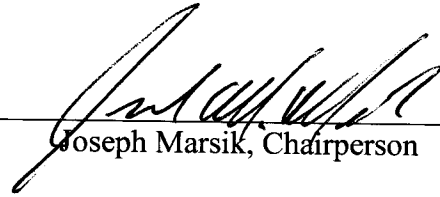
Future Meeting Dates and Times:

The next scheduled meetings of the Human Resources and Labor Negotiations Committee are special meeting on **July 19 at 10:00 a.m.** held in room 1H & I and regular meeting **August 2, 2016 at 9:00 a.m.** which will be held in room 4C of the Administration Building.

Meeting adjourned by order of the Chairperson at 9:05 a.m.

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Richard Greshay, Secretary


Joseph Marsik, Chairperson

Disclaimer: The above minutes may be approved, amended, or corrected at the next committee meeting.